



Open Recruitment

Assistant Counsel I/II (2 positions)

Approx. Annual Salary Assistant Counsel I: \$102,697 – \$124,829

Approx. Annual Salary Assistant Counsel II: \$115,192 - \$140,016

Excellent Benefits (see reverse for details)

OPEN: October 1, 2007 CLOSES: October 22, 2007

The Bay Area Air Quality Management District is currently recruiting for the position of Assistant Counsel I/II in the Legal Office. There are two (2) vacancies. These are full-time exempt, management positions.

Under direction, the Assistant Counsel I/II positions performs legal work of a routine to complex nature, represents the District and provides advice and counsel to District staff in matters of environmental and administrative law.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Advises District management and staff regarding District authority, jurisdiction, functions, and operational procedures;**
- **Represents the District in court and in administrative hearings before boards, commissions, and state and federal agencies;**
- **Researches legal problems and prepares opinions, briefs, draft regulations, resolutions, and other legal documents;**
- Reviews regulations, resolutions, contracts, permits and other documents for legal sufficiency and recommends modifications as required;
- Prepares and pursues routine to difficult litigation cases, often involving a specialized body of law;
- Monitors legal developments, including proposed legislation and court decisions and evaluates their impact on District operations and recommends appropriate action;
- Investigates and may prepare reports regarding claims by and against the District and recommends actions to be taken;
- Maintains accurate records and files and compiles reports of work performed.

QUALIFICATIONS

The eligible applicant must be a member in good standing of the California State Bar.

Assistant Counsel I: A typical means of acquiring the knowledge, skills and abilities needed to assume the full range of responsibilities for this position include two (2) years of professional experience practicing regulatory law, preferably environmental law.

Assistant Counsel II: In addition to the above, two (2) additional years of experience as an attorney engaged in the practice of environmental law.

The ideal applicant will have experience in litigation and negotiation, preferably including CEQA and the California and federal Clean Air Acts. Excellent interpersonal skills, judgment, resiliency, and flexibility are also important.

(Additional information on reverse-side – Also visit www.baaqmd.gov)

HOW TO APPLY

Interested individuals must submit a completed BAAQMD application along with the responses to the supplemental application questions no later than **5:00 p.m. on Monday, October 22, 2007.** For an application, visit our website at www.baaqmd.gov or contact the Human Resources Office at (415) 749-4980. Completed application packets must be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

SELECTION CRITERIA

Selection will be based upon a competitive examination consisting of an interview, which may include a work product exercise. A qualifying training and experience evaluation based on the application materials (screening panel) and/or a panel interview may be held depending on the number of qualified applications received.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

SALARY AND BENEFITS

Initial hire is normally set at the entry salary rate. The District provides an excellent, comprehensive benefits plan, including:

- ✓ Cafeteria Plan allowance to cover insurance premiums
 - Employer paid family medical option
 - Employer paid family dental option
 - Employer paid family vision option
 - Employer paid life insurance (coverage up to 5 times annual salary) option
- ✓ 100% District paid retirement (2% at 55 formula) + employer contribution in final year included in benefits calculation + retiree medical coverage)
- ✓ Transit subsidy up to \$175 per month
- ✓ Money Purchase Pension Plan (401a)
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 72 hours of floating holiday per year
- ✓ 40 hours of administrative leave per year
- ✓ 13 paid holidays

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE